



COMMUNITY GRANT CHECK LIST

2017

The Community Grant Committee and Board of Directors decided in 2015 to hold entities responsible according to the guidelines and application process that we have had in place for several years.

Therefore, please **FOLLOW THIS CHECKLIST BEFORE TURNING IN YOUR APPLICATION**. No revisions or additions will be allowed once turned into staff. If the checklist is not followed, your application may be denied.

- *All information must be turned in together. No additions will be allowed. If you send your application by email, all documents must be scanned in and sent with the email.*
- *Attach copy of IRS determination letter designating non-profit status or a copy of the 990 Tax Form showing non-profit status and the tax identification number.*
- *Attach letter from governing board approving person to apply for funding and project.*
- *Attach itemized budget for project using local vendors - see Using Local Business letter.*
- *Attach last year's organizational financial statement or the last audit, whichever is most current.*
- *Explain in writing why specific documents may not be available. Contact Dumas EDC staff **BEFORE** application is submitted if any required documents are unavailable.*
- *Attach COPIES of required documents and keep originals.*
- ***DOUBLE CHECK TO MAKE SURE YOU HAVE EVERYTHING INCLUDED PRIOR TO SUBMITTING THE APPLICATION PACKAGE TO THE DUMAS EDC.***

A copy of all documentation should be kept in your files as this application will not be returned.

Remember, **APPLICATION DEADLINE IS MARCH 31, 2017 BY 5:00 P.M.** at the Dumas EDC office, 900 N. Dumas Ave. or may be sent by email to pierson@dumasedc.org with all documentation attached, and request a receipt that your application was received by the **5:00 p.m. deadline.**

Once applications are submitted, Dumas EDC staff and committee members will review them for eligibility. Following the **March 31, 2017** deadline, you will be notified if the Community Grant Committee needs to meet or speak with a representative of your organization regarding your application. Otherwise, the Dumas EDC Staff will notify your organization of the Committee decision no later than **April 28, 2017**. The Committee will then take their decision to the Dumas EDC Board meeting at the appropriate date.

The deadline to receive your application is March 31, 2017 by 5:00 p.m.

It is encouraged to review the community grant check list before turning in the application. This form is not necessary with your application.

The application should be turned in with all attachments emailed and/or enclosed together in an envelope to:

Attention: Grace Pierson
Dumas Economic Development Corporation
P.O. Box 595
900 N. Dumas Ave.
Dumas, Texas 79029-0595

OR

Email your application and attachments to:
pierson@dumasedc.org (ask for a return receipt)

No faxes will be allowed.

If your email or contact information changes during the grant process, please notify Grace Pierson (806) 934-3332 as soon as possible. If your grant description changes during this process, you must notify our office in writing.



**Application for 2016-2017
Community Development Funding**

Please complete the following questions.

1. Name of Agency _____
Contact Person/Title _____
Address _____
Telephone _____
Email _____
2. Date of Request _____
3. Amount of Dumas EDC funds requested _____
(This amount can only be half of the total project or up to \$28,000 funding available for 2017.)
4. Amount of total project _____
5. Projected start date of project _____
6. Projected completion date of project _____
7. Proposed number of beneficiaries in Moore County _____
8. Proposed number of beneficiaries in Dumas _____
9. Estimated visitors to the community _____
10. Estimated number of days each visitor will stay in community _____
11. Federal Non-Profit Organization Status As IRS Approved _____
12. Are you: C Corporation _____ S Corporation _____ Partnership _____
Limited Liability Company _____ Other _____

Date & Time Received: _____

By: _____

Dumas EDC Staff

Approved: _____

Executive Director

**Application for 2016-2017
Community Development Funding**

(Use Additional Paper if necessary for explanation for each numbered item)

13. Description of project for which Dumas EDC funding is requested. _____

14. Briefly describe the capacity (experience) of the organization and its ability to implement and manage the proposed activity. _____

15. Briefly explain how Dumas EDC dollars will assist the organization in implementing the proposed activity. _____

**Application for 2016-2017
Community Development Funding**

16. Describe the staffing structure of the organization. _____

17. Submit itemized budget for proposed project.

18. List names and addresses of Board of Directors. _____

19. How is your organization currently funded? _____

20. List any other potential sources of funding, which could be used to assist with the completion of this project. _____

**Application for 2016-2017
Community Development Funding**

21. Briefly describe the nature of the organization and how it benefits persons living in Dumas and Moore County. _____

22. The organization requesting funding must be able to show in-kind or cash matching funds which will leverage its funds by obtaining at least a portion of the cost of renovation, construction, or programming from other sources. Details of other sources must be provided below or on an attachment. _____

23. Describe any other benefit that the community will receive that has not otherwise been listed above that would improve the overall quality of life.

I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. I also acknowledge that failure to complete all questions and to attach all necessary documents within the prescribed deadline **could disqualify** this application from consideration. I also understand if the project is not completed within one year of Commission approval, a six-month extension will be filed before the date has expired. However, the project must be started to obtain an extension. Two six-month extensions may be requested in writing and I will be asked to present an extension request in person to the Community Grant Committee at a scheduled meeting. If extension(s) is not received before expiration, applicant will need to reapply for funding. I acknowledge that the proposed items to be purchased from the grant funds are subject to claw back provisions; as such, the items may be subject to forfeiture to the Dumas EDC in the event of fraud, failure to comply with the terms of the program or in the event my organization disbands or folds within the grant period. I further acknowledge that if the project for which I am requesting funds changes from the listed description, I must first request this from the Committee or will forfeit all funding.

Organization

Signature

Title

Date

AS THE SIGNEE OF THIS APPLICATION, IT IS YOUR RESPONSIBILITY TO MAKE SURE ALL DOCUMENTATION IS ATTACHED TO THIS APPLICATION!